

# MONITORING INSTRUMENT ITEM REPORT

## Altura Prep

### PEC Authorized Performance Review & Accountability

ACADEMIC PERFORMANCE FRAMEWORK

#### I-A: Overall Academic Tier Rating

Updated 07/28/2020 by Karen Woerner

SEA Status Pending

LEA Status In Progress

Comments by SEA PED NOTE: The New Mexico System of School Support and Accountability was implemented in the 2018-2019 school year. Since it was the first year with this new system, stakeholder input and data review was conducted throughout the 2019-2020 school year. The next steps are to calculate the PEC Tier Levels based on the data and this indicator will be assigned a Tier 1-4 rating, as outlined in the PEC Charter Performance Review and Accountability System.

Meanwhile, academic performance data can be viewed online via the New Mexico Vistas portal at <https://newmexicoschools.com>. Also, historical school data can be found at <http://aae.ped.state.nm.us/SchoolGrading.html>

Comments by LEA

Compliance Indicators Based on performance across the academic indicators and measures, schools receive an overall academic tier rating that is used by the PEC in annual monitoring and renewal decisions.

Indicator 1 (NM School Support and Accountability components) includes 1.1 Math and Reading Proficiency, 1.2 English Learner Progress, 1.3 Science Proficiency, 1.4 Growth of Highest-Performing Students (Q4), 1.5 Growth of Middle Performing Students, 1.6 Growth of Lowest-Performing Students (Q1), 1.7 Graduation Rates, 1.8 Growth in 4-year Graduation Rate, 1.9 College and Career Readiness, 1.10 Chronic Absenteeism, and 1.11 Educational Climate Survey, Multicultural Initiatives, and SEL.

Indicator 2 (Subgroup Performance) includes 2.1 Subgroup Growth of Highest-Performing Students (Q4), 2.2 Subgroup Growth of Middle-Performing Students (Q2/3), 2.3 Subgroup Growth of Lowest-Performing Students (Q1), and 2.4 Subgroup Proficiency for all eligible subgroups.

Indicator 3 (School Specific Goals - OPTIONAL) includes school-proposed and PEC-approved mission-specific goals that are specific, measurable, attainable, rigorous, and time-bound.

Requested Documents

Other Documents

Legal References

FINANCIAL PERFORMANCE FRAMEWORK

#### III: Financial Performance Framework

Updated 08/01/2019 by Dylan Wilson

SEA Status Meets Standard

LEA Status In Progress

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Comments by SEA

1 August 2019 NM PED Rating: The PED team has rated this indicator as, "Meets Standard", because the school provided a completed and dated financial self-questionnaire to include signatures from the business manager, head administrator, and finance committee chair.

06.04.2019 PED REMINDER: As required in the Performance Framework document (see NM Stat § 22-8B-9.1) on a date specified in early August, following the final reporting on the previous FY, the school principal, school business manager and the chairman of the finance committee will complete and sign the questionnaire made up of the questions set forth below. See attached document.

REQUESTED FOLLOW-UP: School provides signed copy of the questionnaire (i.e., questions #1-8 of the Financial Performance Framework document) no later than August 1, 2019. Please be sure that the self-assessment is completed and signed by the head administrator, the school business manager, and the finance committee chair.

Comments by LEA

Compliance Indicators

UNDER DEVELOPMENT

Meanwhile, per page 6 of the PEC Charter Performance Review and Accountability System, the school principal, school business manager and the chairman of the Finance Committee will complete and sign the questionnaire made up of the questions set forth in the Financial section of the prior New Mexico Public Education Commission Charter School Performance Framework. The survey questions are on the following topics: 1. Operating Budgets, 2. Audits, 3. Periodic Reports, 4. Expenditures, 5. Reimbursements, 6. Audit Reviews, 7. Meals, and 8. General Information.

Please see the Resources tab for the Financial Self-Assessment Survey template.

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

## II-1a (onsite): (1a) Education Program: Mission & Material Terms

Updated 11/13/2018 by Megan Maestas

SEA Status

Meets Standard

LEA Status

In Progress

Comments by SEA

13 NOV 2018 Site Visit:

Mission: "Altura Preparatory School will prepare students from all backgrounds with the academic skills and personal character to become agents for change, ready to reach high levels of success in middle school, high school, and post-secondary pursuits".

The PED team observed the school's mission and comprehensive educational program being implemented in multiple ways, specifically:

- The school's extended school day scheduling to include attendance Monday, Tuesday, Thursday, and Friday from 0800am-400pm and Wednesday to include attendance from 0800am-100pm.
- Project-based learning through integration of STEAM curriculum, specifically the PED team observed 3D tree projects constructed by the students that integrated unit lessons surrounding tree's, tree homes for animals and how tree's influence human life.
- The school has made available a laptop to every student for daily use while implementing usage of computers and technology into unit lessons and daily tasks for all students, grades K-2.
- Integration of REACH values into students' daily experience to include emphasis on studying a value each month. Students are rewarded through points when teachers or staff see students exhibiting values they have studied. Posters and teacher cues remind the students of REACH values in each classroom.

Enrollment Capacity: Per the school's charter contract, the school is "authorized to serve no more than 396 students". The school's building enrollment capacity is 254 students. At the time of the site visit, the school was

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serving 59 students.

Authorized Grade Levels Served: Per the school’s charter contract, the school is “authorized to serve grades K-5”. At the time of the site visit, the PED team verified the school was serving students in grades K-2.

Requested Follow-Up: None present at this time.

Comments by LEA

Compliance Indicators Is the school implementing its mission and educational programs of the approved charter application as defined in the Charter Contract? Does the school stay within its enrollment cap at all times and serve only the appropriate grade levels?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-1b: (1b) Education Program: Required Assessments

Updated 10/02/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 02 OCT 2019 NMPED Rating: The PED team rated this indicator as, “Meets Standard”, because the school provided documentation to demonstrate the school's DTC(s) completed the bi-annual training requirements. The school's DTC switched responsible individuals mid-way through the academic year, however, both DTCs attended one of the two required training's each. Additionally, school-wide test security training for iStation was provided to all teaching personnel that would be managing the school's assessment responsibilities. Nothing further is needed at this time.

16 SEPT 2019 NM PED Note: The PED team temporarily rated this indicator as, “Concern Identified”, so that the school would be prompted to submit the requested follow-up documentation added below. However, if the school provides adequate documentation to support the requested follow-up, this indicator may be rated as, “Meets Standard”.

Requested Follow-Up: By 30 SEPT 2019, the school is to provide the winter DTC training certificate for L. Hines, through the Web-EPSS indicator.

13 NOV 2018 Site Visit:

District Test Coordinator (DTC): The school identified, Lissa Hines, as its DTC. The head administrator, M. Stern, stated L. Hines completed the “Test Coordinator Assessment and Security Training” on 19 SEPT 2018, however, has yet to receive the training certificate provided by the NM PED Assessment Bureau. At the time of the site visit, it appeared L. Hines has met the semi-annual training requirement per, NMAC 6-10-7.9, which states, “the district test coordinator shall attend semi-annual workshops help by PED in order to be trained and then shall provide training for all district personnel involved in test administration, preparation, and security”. The PED team also observed an agenda supporting that L. Hines provided “I-Station Testing – Environment Norming” to all Altura Prep teaching staff during the 12 SEPT 2018 in-service PD. During the school’s site visit scheduled for Spring 2019, the PED team will verify L. Hines has completed the “Test Coordinator Assessment and Security Training” winter training.

PED NOTE: Compliance with all state and contractual assessment requirements will be evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a “Pending” rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

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Comments by LEA

Compliance Indicators Is the school complying with state and contractual assessment requirements? Does the school have an identified District Test Coordinator who attends all required trainings and provides training to all personnel?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-1c (onsite): (1c) Education Program: Students w/Special Needs

Updated 09/16/2019 by Megan Maestas

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA 16 SEPT 2019 NMPED Rating: The PED team rated this indicator as, &quot;Working to Meet Standard&quot;, because the school provided the requested follow-up, as outlined below. Specifically, the school provided the level of service page(s) for both student IEP files, and as a result, instituted remedies to show compliance with or prompt movement toward compliance with the law.

13 NOV 2018 Site Visit: Student IEP Files: The PED team reviewed five (5) student IEP files. Two (2) of the five (5) student IEPs were incomplete: A. Johnson IEP did not identify hours of service or student specific accommodations and D. Ward IEP did not identify level of service, hours of services, or location setting where services will be administered.

Requested Follow-Up: Within 30 days of the release of this report, (31 DEC 2018), the school must provide through the Web-EPSS indicator evidence of:
· Completion of A. Johnson IEP to include hours of service and student specific accommodations; AND
· Completion of D. Ward IEP to include level of service, hours of services, or location setting where services will be administered.

PED NOTE: The CSD team will evaluate compliance with the Special Education Bureau indicators using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Is the school protecting the rights of students with special needs? (Note: These provisions include only students with disabilities.)

Requested Documents

Other Documents

Legal References

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#### II-1d (onsite): (1d) Education Program: English Learners

Updated 09/16/2019 by Megan Maestas

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA 16 SEPT 2019 NMPED Rating: The PED team rated this indicator as, &quot;Working to Meet Standard&quot;, because the school provided the requested follow-up, as outlined below. Specifically, the school provided a detailed timeline outlining the steps it will take to ensure all students are properly identified as ELL, either through issuance of the LUS or research within the STARS Student Display report; and as a result, instituted remedies to show compliance with or prompt movement toward compliance with the law.

13 NOV 2018 Site Visit:

ELL Student Cumulative Files: The PED team reviewed six (6) student cumulative files, to include three (3) students identified as ELL. Of the six (6) student files, three (3) files included a LUS issued by the school even though the student had a LUS issued from a previous school or attended a New Mexico public school the year prior. The PED team discussed the guidance provided by the Language and Culture Bureau to utilize the student profile screen in STARS to determine if an incoming student has been previously identified as an ELL eligible student.

Request Follow-Up: Within thirty (30) days of the release of this report, (31 DEC 2018), the school must provide through the Web-EPSS indicator, detailed processes (to include time lines and responsible parties) the school will implement when enrolling new students and identifying their ELL eligibility or need to ensure the school remains in compliance with identification processes and does not issue double LUS.

RESOURCE LIST:

Report in STARS: STARS --&gt; District and Location Reports --&gt;BMEP, EL, and Title III Reports for Language and Culture Bureau--&gt;ELP Error Report for Snapshot

This report lists students who were never identified as ELs at your school who had actually been administered an ACCESS assessment in the past. It also lists students identified as ELs at your school that scored as Proficient on an ACCESS test at some point. Please note that administration of ACCESS began in the 2009-2010 school year.

US Department's English Learner Toolkit: <https://www2.ed.gov/about/offices/list/oela/english-learner-toolkit/index.html> -- including Office of Civil Rights guidance regarding parent notification

English Learner Identification: <http://webnew.ped.state.nm.us/bureaus/languageandculture/english-learners/english-learner-identification/>  
See also NMAC 6.29.5.11

Serving English Learners Guidance Manual: <http://webnew.ped.state.nm.us/bureaus/languageandculture/english-learners/>

· Annual Parent Notification Letters:  
Bilingual Multicultural Education Programs Technical Assistance Manual (including dual language programs):  
[http://webnew.ped.state.nm.us/wp-content/uploads/2017/12/BMEP\\_TAM\\_2016\\_05.11.17.pdf](http://webnew.ped.state.nm.us/wp-content/uploads/2017/12/BMEP_TAM_2016_05.11.17.pdf)

Language Usage Survey (LUS) Guidance Handbook:  
[http://webnew.ped.state.nm.us/wp-content/uploads/2017/12/NMLUS\\_Guidance\\_Handbook\\_Revised\\_08.2017.pdf](http://webnew.ped.state.nm.us/wp-content/uploads/2017/12/NMLUS_Guidance_Handbook_Revised_08.2017.pdf)  
· Pages 16-17 explain WIDA Screener scores.  
· Pages 31-33 have guidance on the process of obtaining LUS information from prior schools (the areas are highlighted in green).  
· Step by step information on how to lookup students in STARS is on page 32.

NM FAQ (by WIDA), includes quick answers about the screening and assessing process:  
<https://www.wida.us/membership/states/Guidance%20Docs/NM%20ID%20and%20Placement%20Guidance%20Doc.pdf>

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Language and Culture Bureau Staff

· Mayra Valtierrez, Director, Mayra.valtierrez@state.nm.us,  
(505) 827 -6667

· Kirsi Laine, English Learner Specialist, Kirsi.laine@state.nm.us,  
(505) 827-6505

REMINDER: According to the New Mexico ESSA State Plan, English Learner progress will be included in school grading in the near future. Report cards with a transition year ESSA school grade report will be created in school year 2018-19. A full transition to only one school report card is in the following school year, 2019-2020.

PED NOTE: The CSD team will evaluate compliance with the Language and Culture Bureau indicators using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Is the school protecting the rights of English Learner students?

Requested Documents

Other Documents

Legal References

### ORGANIZATIONAL PERFORMANCE FRAMEWORK

## II-1e: (1e) Education Program: Grant Program Requirements

Updated 09/16/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 16 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Meets Standard", because the school was not reported (through PED cross-bureau collaboration) to be out of compliance with grant reporting requirements or deadlines.

PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Does the school meet program requirements for all PED and federal grant programs it implements? Is the school responsive to findings of non-compliance in accordance with deadlines?

Requested Documents

Other Documents

Legal References

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ORGANIZATIONAL PERFORMANCE FRAMEWORK

#### II-1f (site visit): (1f) Education Program: EPSS/NMDASH

Updated 11/13/2018 by Megan Maestas

SEA Status Not Applicable

LEA Status In Progress

Comments by SEA 13 NOV 2018 Site Visit:  
Not applicable for Altura Preparatory Charter School, as the school is in its first year of operations and did not receive a letter grade for the 2017-2018 academic year.

Requested Follow-Up: None present at this time.

PED NOTE: Only applicable for schools rated as Tier 3 or Tier 4 within the Academic Performance Framework, earned an "F" school letter grade, identified as TSI, CSI, or MRI, or have to implement a PEC Academic CAP.

Comments by LEA

Compliance Indicators Does the school have an active core team engaged in the DASH process? Is the school implementing their annual and 90-day plans, as evaluated through reviewing evidence and school/audit actions during the site visit?  
(Only applicable for schools rated at Tier 3 or Tier 4 on Academic Performance Framework evaluation, that earned an "F" school letter grade, or meeting criteria to be identified as TSI, CSI, or MRI, or have a PEC Academic CAP

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

#### II-2a: (2a) Financial Mgmt/Oversight: Compliance

Updated 09/16/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 16 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Meets Standard", because the school was not (through PED cross-bureau collaboration) reported to be out of compliance with budget reporting requirements or deadlines. Additionally, the school did not receive an FY18 Audit, given 2018-19 was the school's first year of operations as a NM public charter school.

PED NOTE: Audit compliance not applicable for Altura Preparatory Charter School, as the school is in its first year of operations and did not receive a financial audit for FY18. However, the CSD team will evaluate compliance with all financial reporting using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Is the school meeting financial reporting and compliance requirements to any/all bureaus timely, including, but

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Compliance Indicators not limited to, audit findings from PED Audit Bureau (if any), meeting all budget reporting deadlines, and no more than a .06 difference in reported and audited T&E?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

**II-2b: (2b) Financial Mgmt/Oversight: Acct. Principles**

Updated 11/13/2018 by Megan Maestas

SEA Status Not Applicable

LEA Status In Progress

Comments by SEA PED NOTE: Audit compliance not applicable for Altura Preparatory Charter School, as the school is in its first year of operations and did not receive a financial audit for FY18.

Comments by LEA

Compliance Indicators Is the school following generally accepted accounting principles? Were there any material weaknesses or significant internal control deficiencies, or findings related to waste, fraud, or abuse identified in the audit?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

**II-2c (site visit): (2c) Financial Mgmt/Oversight: Response to Audits**

Updated 11/13/2018 by Megan Maestas

SEA Status Not Applicable

LEA Status In Progress

Comments by SEA PED NOTE: Audit compliance not applicable for Altura Preparatory Charter School, as the school is in its first year of operations and did not receive a financial audit for FY18.

Comments by LEA

Compliance Indicators Is the school responsive to audit findings? Is the school's last audit devoid of any multi-year repeat findings? Did the school implement Audit CAPs as submitted, as evaluated through reviewing evidence and school/audit actions during the site visit?

Requested Documents

Other Documents

Legal References

## MONITORING INSTRUMENT ITEM REPORT

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ORGANIZATIONAL PERFORMANCE FRAMEWORK

#### II-2d: (2d) Financial Mgmt/Oversight: Grant Funds Mgmt

Updated 09/16/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 16 SEPT 2019 NMPED Rating: The PED team rated this indicator as, &quot;Meets Standard&quot;, because the school was not (through PED cross-bureau collaboration) reported to be out of compliance with managing grant funding requirements or deadlines.

PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Is the school managing grant funds responsibly? Are at least 10% of RFRs submitted to the PED each quarter? Did the school expend at least 99% of grant funds for all accounts without reversion?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

#### II-2e: (2e) Financial Mgmt/Oversight: Fiscal Mgmt Staff

Updated 09/16/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 16 SEPT 2019 NMPED Rating: The PED team rated this indicator as, &quot;Meets Standard&quot;, because the school employed a school business official and maintained a CPO continuously throughout the 2018-19 academic year. Additionally, the school's governing board appeared to maintain proper membership on its Audit and Finance committees.

13 NOV 2018 Site Visit:

Licensed School Business Manager: The school identified Katie Rarick as its School Business Official. The PED team observed K. Rarick's School Business Official license issued through NM PED with an expiration date of 30 JUN 2020.

Chief Procurement Officer (CPO): The school identified Lucy Valenzuela as its CPO. The PED team observed L. Valenzuela registered with the NM State Purchasing Division on 25 JUN 2018 and completed the required CPO certification training on 26 APR 2018.

Audit Committee: At the time of the site visit, the PED team observed the required six (6) individuals seated on the Audit Committee. Per 22-8-13.3(D) § NMSA, "the Audit Committee must be comprised of six (6) individuals; Two (2) board members, One (1) parent of a currently enrolled student, One (1) individual with a financial background, the head administrator, and the school's business manager".

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Finance Committee: At the time of the site visit, the PED team observed four (4) individual seated on the finance committee to include, two (2) board members, the head administrator, and the school's business manager. Per 22-8-13.2(B) § NMSA, "the Finance committee must be comprised of "at least two members of the board".

Requested Follow-Up: None present at this time.

PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Is the school adequately staffed to ensure proper fiscal management with a licensed school business official and certified State Procurement Officer? Does the Governing Board have the appropriate members represented in each of the Audit and Finance Committees? Do the governing council's audit and finance committees meet as required?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-3a: (3a) Governance&Reporting: Governance Requirements

Updated 09/16/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 16 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Meets Standard", because the school's governing board maintained proper membership and obtained all training requirements for the 2018-19 academic year. Additionally, with the information available to date, the school has not receive any OMA verified complaints.

28 AUG 2019 PED Note:

Governing Board Mandatory Training: Of the seven (7) seated governing board members, all seven (7) completed all required training hours for 2018-2019. In addition, one (1) governing board member completed one (1) hour above the minimum required training hours. One (1) new governing board member completed the 2-hour online and/or the 7-hour Introductory Training. Please see attached analysis for the training-hour completion per governing board member.

Change Notifications (Head Admin, Governing Board Members, etc): Please note that timely and complete submission of packets for notifying the PEC of any changes will be rated in 2019-2020. Please see policies and forms located at https://webnew.ped.state.nm.us/bureaus/public-education-commission/policies-and-processes/amendment-request/

Governing Board Officers: Per NMSA § 22-5-7, Governing Boards are required to have three officers that fill the positions of President, Vice-President, and Secretary (regardless of the title given). Please ensure that you have these elected offices in place. This will be rated in the 2019-2020 annual report.

Governing Board Membership: Per NMSA § 22-8B-4, Governing Boards are required to maintain a board of at least five (5) members at all times. This will be rated in the 2019-2020 annual report.

Requested Follow-Up: None at this time.

13 NOV 2018 Site Visit:

Governance Council: At the time of the site visit, the PED team observed the school's Governance Council had seven (7) seated board members. Per 22-5-1 § NMSA "A local school board shall be composed of five qualified

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electors of the state residing within the school district". Requested Follow-Up: None present at this time.

PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Is the school's Governing Body complying with governance requirements? Does the school/Governing Body meet membership requirements and comply with governance change policy? Do all members of the Governing Body complete all required training? Have any OMA complaints been verified by the Attorney General's office?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-3b (site visit): (3b) Governance&Reporting: Conflicts of Interest

Updated 11/13/2018 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 13 NOV 2018 Site Visit: Nepotism Policy: The PED team observed the school's anti-nepotism policy, maintained within the Board of Trustee Policy binder. The policy appears to align with 10-16-3 § NMSA and 22-8B-5.2 § NMSA. At the time of the site visit, the head administrator M. Stern stated the governing board has not approved nepotism waiver(s) for the current academic year.

Conflict of Interest: The PED team observed the school's conflict of interest policy, maintained within the Board of Trustee Policy binder. The policy appears to align with 22-8B-10 § NMSA.

Requested Follow-Up: None present at this time.

Comments by LEA

Compliance Indicators Is the school complying with nepotism and conflict of interest requirements? Are the school and governing board free of nepotism and conflicts of interest?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-3c: (3c) Governance&Reporting: Reporting Requirements

Updated 09/16/2019 by Megan Maestas

SEA Status Meets Standard

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LEA Status	In Progress
Comments by SEA	<p>16 SEPT 2019 NMPED Rating: The PED team rated this indicator as, &amp;quot;Meets Standard&amp;quot;, because the school was not reported (through PED cross-bureau collaboration) to be out of compliance with PED or PEC reporting requirements or deadlines.</p> <p>PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The PED team will observe at least one (1) of the school's Governing Board meeting(s) in 2018-2019 and will provide feedback to the Governing Board, via the PEC-Approved Governing Board Observation Form. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.</p>
Comments by LEA	
Compliance Indicators	Does the school comply with reporting deadlines from the PED, PEC, and other state agencies? This includes a response to the PEC-Approved Governing Body Observation Form.
Requested Documents	
Other Documents	
Legal References	

#### ORGANIZATIONAL PERFORMANCE FRAMEWORK

### II-4a: 4a) Students&Employees: Student Rights

Updated 09/16/2019 by Megan Maestas

SEA Status	Working to Meet Standard
LEA Status	In Progress
Comments by SEA	<p>16 SEPT 2019 NMPED Rating: The PED team rated this indicator as, &amp;quot;Working to Meet Standard&amp;quot;, because the school provided the requested follow-up, as outlined below. Specifically, the school provided its governing board approved McKinney Vento dispute resolution policy that clearly outlines the progressing levels of dispute, to include the governing board; and as a result, instituted remedies to show compliance with or prompt movement toward compliance with the law.</p> <p>13 NOV 2018 Site Visit: McKinney-Vento Act: The PED team observed the school's McKinney-Vento dispute resolution policy via the school's Board of Trustee Policy binder. It is recommended the governing board revise this policy to include an additional resolution step between the school's head administrator and the NM PED State Homeless Liaison. The school's Governing Board should be the second step for the dispute resolution processes, before transferring the dispute to the NM PED State Homeless Liaison. During the Spring 2019 site visit, the PED team will verify if the school's McKinney-Vento liaison has completed all required training.</p> <p>Requested Follow-Up: Within 30 days of the release of this report, (31 DEC 2018), the school must provide through the Web-EPSS indicator evidence of a revised McKinney-Vento dispute resolution policy to include the Governing Board as the second step in the resolution process.</p> <p>PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.</p>
Comments by LEA	

MONITORING INSTRUMENT ITEM REPORT

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Compliance Indicators	Is the school meeting protecting the rights of all students, including maintaining fair lottery, admissions, enrollment and discipline practices? Does the school comply with the McKinney Vento Act? Does the school have, and comply with a board-approved complaint policy and dispute resolution process?
Requested Documents	
Other Documents	
Legal References	

ORGANIZATIONAL PERFORMANCE FRAMEWORK

**II-4b (site visit): 4b) Students&Employees: Attendance & Enrollment**

Updated 09/16/2019 by Megan Maestas

SEA Status	Meets Standard
LEA Status	In Progress
Comments by SEA	<p>16 SEPT 2019 NMPED Rating: The PED team rated this indicator as, &amp;quot;Meets Standard&amp;quot;, because the school demonstrated the following:</p> <ol style="list-style-type: none"> <li>1) an average attendance rate of 94.6% throughout the 2018-19 academic; AND</li> <li>2) maintained at least 70% of enrolled students between the 40-day and 120-day reporting periods. Specifically, the school's 40-Day enrollment was reported at 61 students and 120-day enrollment was reported at 57 students.</li> </ol> <p>FYI- given 2018-19 was the first year of operations for the school, recurrent enrollment was not applicable.</p> <p>13 NOV 2018 Site Visit:  Attendance: The PED team reviewed the school's attendance policy, located within the Board of Trustee Policy binder, that appears to aligns with the Compulsory School Attendance Law. The PED team reviewed the school's 5-day and 10-day unexcused absence parental notification and letter templates that appear to align with 22-12-9 § NMSA. The team also observed the school's parental letter of concern for "Tardies and Un/Excused Absences", that communicates to parents the importance of daily attendance at school as well as timely attendance to avoid distribution to the student's academic success.</p> <p>PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.</p>
Comments by LEA	

Compliance Indicators	<p>Does the school meet attendance, retention, and recurrent enrollment goals for students?</p> <ul style="list-style-type: none"> <li>•Meets 95% attendance rate or demonstrates successful efforts to improve attendance</li> <li>•Maintains 80% retention of enrolled students until end of year (Students who leave prior to the end of the year as graduates, completers, or earned GED are counted as retained.)</li> <li>•Retains at least 70% of students eligible to reenroll between school years</li> </ul>
Requested Documents	
Other Documents	
Legal References	

# MONITORING INSTRUMENT ITEM REPORT

## Altura Prep

### PEC Authorized Performance Review & Accountability

ORGANIZATIONAL PERFORMANCE FRAMEWORK

#### II-4c (site visit): 4c) Students & Employees: Staff Credential Requirements

Updated 09/17/2019 by Megan Maestas

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA 16 SEPT 2019 NMPED Rating: The PED team rated this indicator as, &quot;Working To Meet Standard&quot;, because the school provided the requested follow-up, as outlines below. Specifically, the school provided evidence of the three (3) educator licensure certificates requested; and as a result, instituted remedies to show compliance with all applicable law.

13 NOV 2018 Site Visit:

Licensure: The PED team reviewed all licensed staff files, to include the head administrators and contracted vendors. At the time of the site visit, all licensed staff files had the NM PED issued Licensure certificate, except for: Lissa Hines, Jenn Andes, and Greta Jarobe.

Child Abuse Training: The PED team reviewed all licensed staff files. All staff files contained training certificates.

Requested Follow-Up: Within 30 days of the release of this report, (31 DEC 2018), the school must provide through the Web-EPSS indicator evidence of current licensure certificates for: Lissa Hines, Jenn Andes, and Greta Jarobe.

Comments by LEA

Compliance Indicators Is the school meeting teacher and other staff credentialing requirements? All employees are appropriately licensed and past discrepancies have been addressed. This includes waivers and alternative licensure.

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

#### II-4d (site visit): 4d) Students & Employees: Employee Rights

Updated 09/17/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 16 SEPT 2019 NMPED Rating: The PED team rated this indicator as, &quot;Meets Standard&quot;, because the school was not reported (through PED cross-bureau collaboration) to be out of compliance with meeting the employee rights, School Personnel Act, or Charter School Act.

13 NOV 2018 Site Visit:

The PED team reviewed all licensed staff files. All files contained current and signed contract(s). The school's salary schedule met or exceeded the minimum teacher salaries established by NM PED.

PDP: All licensed teachers had the initial teacher goals developed for their annual PDP processes through NMTeach.

PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if

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follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Is the school respecting employee rights, including, but not limited to, completion and submission of NMTEACH evaluations and observations, personnel files contain signed NMTEACH reports and teacher contracts, the School Personnel Act, Charter School Act, FMLA, ADA, etc? Does the school have an established salary schedule that is in compliance with minimum teacher salaries? Does the school have adequate mentorship for novice teachers?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

### II-4e (site visit): 4e) Students&Employees: Background Checks & Ethics

Updated 09/17/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 16 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Meets Standard", because the school obtained compliant background checks for all licensed personnel.

13 NOV 2018 Site Visit:  
The PED team reviewed all licensed and non-licensed staff files. All files contained legally compliant background checks.

PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Is the school completing required background checks and reporting ethical violations? Does the school maintain legally compliant background checks for all staff files including substitutes, contracted service providers, and anyone with unsupervised access to students? Are incidents of violations of teacher/licensed staff ethical rules or criminal convictions reported to the PED by the school?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

### II-5a: 5a) School Environment: Facilities Requirements

Updated 11/13/2018 by Megan Maestas

SEA Status Meets Standard

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LEA Status	In Progress
Comments by SEA	<p>13 NOV 2018 Site Visit: The PED team observed the school's E-Occupancy certificate hanging in the front offices, dated 09 AUG 2018. The PED team reviewed the school's condition index letter provided by PSFA, dated 20 APR 2018. The team observed the school's most current fire inspection, conducted by the City of Albuquerque Fire Department on 08 AUG 2018. At the time of the site visit, the school had not applied pesticides to the new school building. However, the school utilizes the "Integrated Pest Management in Schools" method of application of pesticide on school grounds.</p> <p>Requested Follow-up: None present at this time.</p>
Comments by LEA	
Compliance Indicators	Is the school complying with facilities requirements, including but not limited to, E-occupancy, facility condition index, building leasing/ownership, fire inspections, ADA, written records of pesticides? Does the school notify PEC prior to any changes in facilities?
Requested Documents	
Other Documents	
Legal References	

### ORGANIZATIONAL PERFORMANCE FRAMEWORK

#### **II-5b: 5b) School Environment:Transportation Requirements**

Updated 09/17/2019 by Megan Maestas

SEA Status	Not Applicable
LEA Status	In Progress
Comments by SEA	<p>16 SEPT 2019 NMPED Rating: The PED team rated this indicator as, &amp;quot;Not Applicable&amp;quot;, because the school did not provide transportation services during the first year of operations.</p> <p>PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.</p>
Comments by LEA	
Compliance Indicators	Is the school complying with transportation requirements?
Requested Documents	
Other Documents	
Legal References	

### ORGANIZATIONAL PERFORMANCE FRAMEWORK

#### **II-5c (site visit): 5c) School Environment: Health & Safety**

Updated 09/17/2019 by Megan Maestas

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SEA Status	Meets Standard
LEA Status	In Progress
Comments by SEA	<p>16 SEPT 2019 NMPED Rating: The PED team rated this indicator as, &amp;quot;Meets Standard&amp;quot;, because the school was not reported (through PED cross-bureau collaboration) to be out of compliance with meeting all health and safety requirements.</p> <p>01 APR 2019 NM PED Note Lisa Hecker: Thank you for submitting your revised Safe School Plan (SSP), as required by NMAC 6.12.6. I am pleased to inform you that Altura Preparatory Charter School's SSP has been reviewed by the NM Public Education Department (PED) and is considered approved as of today's date. Please remember that schools are to review SSPs on at least an annual basis and update as appropriate. See the attached rubric for details about your school's review.</p> <p>The PED's next review cycle for your school will be during the 2021-22 academic year. We will be sending revised guidelines and instructions to you after that school year begins. In the interim, please let me know if you have any questions. Please also visit the PED's Safe Schools Tab for local training announcements, tips and resources, and best practices for school safety and emergency planning.</p> <p>13 NOV 2018 Site Visit: Emergency Drills: At the time of the site visit, the school had conducted the required four (4) weekly fire drills during the first four weeks of school. The school has conducted a monthly emergency drill thereafter to include, one fire drill and one lock-down drill. Safe School Plan (SSP): The school will submit its SSP for review in December 2018. Immunization Requirements: The PED team observed the school's master immunization log for all enrolled students along with individual student immunization records filed with cumulative files. The master log appeared to be compliant with 24-5-4 § NMSA. It is recommended the school add a column to its master immunization log to include any students that have current approved vaccination exemption waivers. Requested Follow-Up: None present at this time.</p>
Comments by LEA	
Compliance Indicators	Is the school complying with health and safety requirements, including, but not limited to, having updated school wellness and safety plans, conducting all required emergency drills, maintaining a master immunization log, and complying with all facility corrective requirements (e.g., NMPSIA, DOH, PSFA, Fire Marshall, POSHA)
Requested Documents	
Other Documents	
Legal References	

#### ORGANIZATIONAL PERFORMANCE FRAMEWORK

### II-5d: 5d) School Environment: Handling Confidential Info

Updated 09/17/2019 by Megan Maestas

SEA Status	Meets Standard
LEA Status	In Progress
Comments by SEA	<p>16 SEPT 2019 NMPED Rating: The PED team rated this indicator as, &amp;quot;Meets Standard&amp;quot;, because the school was not reported (through PED cross-bureau collaboration) to be out of compliance with handling information appropriately, to include protecting student privacy with academic records.</p> <p>PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.</p>

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Comments by LEA

Compliance Indicators Is the school handling information appropriately, including but not limited to requirements related to, FERPA and the obtainment, maintenance, and transfer of cumulative files?

Requested Documents

Other Documents

Legal References

PERFORMANCE FRAMEWORK

**III: Annual Performance Report**

Updated 12/09/2021 by Administrator Administrator

SEA Status In Progress

LEA Status In Progress

Comments by SEA

Comments by LEA

Compliance Indicators After the conclusion of the academic year and upon review of all academic, organizational, and financial data, an Annual Performance Report will be provided to the Head Administrator, the school's Governing Board, and the Public Education Commission. The Annual Performance Report will also be uploaded to this item for historical purposes.

Requested Documents

Other Documents

Legal References